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Approved For Release 1999/09/27 : CIA-RDP91-00452R000100100077-4

ORD-3382-73

7 August 1973

MEMORANDUM FOR: Director of Research and Development
THROUGH : Chairman, Special Panel
SUBJECT 25X1A9a Recommendation for Promotion -
GS-6 to GS-7

25X1A9a

1. It is with pleasure and without reservations that I respectfully recommend [REDACTED] for promotion from GS-6 to GS-7.

25X1A9a

2. [REDACTED] is a qualified secretary-steno serving in an approved GS-7 secretary-steno position. She is the senior secretary to this professional staff consisting of three (3) Contract Officers, one (1) Auditor, and one (1) Industrial Security Officer.

3. A brief recap of her work experience in the Agency is as follows:

Sep '61 - Initial EOD. Assigned to Office of Logistics.

Sep '68 - Resigned as a GS-7 to accompany husband to Tennessee.

Jun '69 - Re-employed as a GS-5. Assigned to Office of Logistics.

Mar '70 - Became a member of an ORD operating division.

Sep '71 - Assigned to PMS/ORD.

Sep '72 - Promoted to GS-6.

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Subject: Recommendation for Promotion -
25X1A9a [REDACTED]
GS-6 to GS-7

Her long Agency experience and positions held have contributed significantly to making her a very valuable member of ORD and in particular this procurement team.

4. This neat, attractive young lady performs her various functions and responsibilities in a most willing and cooperative spirit. She recognizes the role and mission of this staff as well as that of ORD and the Agency. She is motivated, and even though the demands and pressures placed upon her are exacting, she maintains the calm and maturity required. Her attitude towards people and her work, her expertise in utilizing required skills and the initiative she takes to manage the office workload with minimum supervision have contributed substantially to the success of this staff in supporting the requirements and mission of ORD and the Agency.

5. Your consideration and favorable action in promoting this highly qualified young lady, in recognition of not only her present abilities and contributions but also her potential to advance to a more senior position, is respectfully requested.

25X1A9a
[REDACTED]

Chief, PMS/ORD/DD/S&T

RECOMMEND APPROVAL:

Chairman, Special Panel

_____ Date

APPROVAL:

25X1A9a [REDACTED]

26 SEP 1973

Director of Research and Development

_____ Date

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